

**CITY OF CARLSBAD - ENGINEERING DEPARTMENT
SUBMITTAL CHECKLIST
FOR ENCROACHMENT AGREEMENT**

FOR CITY USE ONLY

Date: _____

Project Name: _____

Project Number: _____

CHECK AS APPROPRIATE:

Drawing Number: _____

____ Initial Submittal

Planchecker: _____

____ Resubmittal

Telephone: _____

THE FOLLOWING ITEMS ARE SUBMITTED FOR PLANCHECK:

- ____ 1. Completed and signed Engineering Plancheck Application.
- ____ 2. Property description in the form of a grant deed or title report.
- ____ 3. Drawing, to scale, showing location and type of encroachment.
- ____ 4. Legal Description of City Easement underlying encroachment.
(Not required for single-family property owners).
- ____ 5. Processing fee (see fee schedule).
- ____ 6. Other supporting documents or information as necessary. _____
- ____ 7. Brief Description of Encroachment: _____
- ____ 8. Reasons for Encroachment: _____

FOR RESUBMITTAL: THE FOLLOWING ADDITIONAL ITEMS ARE INCLUDED:

- ____ 1. Copy of previous City transmittal.
- ____ 2. All previous checkprints and documents with planchecker's comments.
- ____ 3. All required corrected resubmittals as indicated in the City's previous transmittal.
- ____ 4. Original Encroachment Agreement, signed and notarized.

COMMENTS: _____

NOTE: INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.
Planchecker will mark items not required with N/A.

SUBMITTAL COMPLETE: CHECKED BY: _____ DATE: _____